

Callouts

Draws a line that ends in a graphic in which text can be placed. Use a callout to describe or draw attention to a specific point or area. Double-click the callout to write text in it. In Figure 122, **Callouts** option 8 creates a default callout while option 13 opens a tool palette of callout styles.

Clicking the down arrows next to the six options on the right in Figure 122 opens tool palettes similar to those shown in Figure 123.


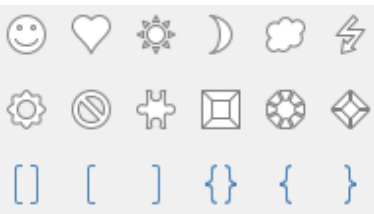




Basic Shapes	Symbol Shapes	Block Arrows
		
Flowcharts	Callouts	Stars and Banners
		

Figure 123: Tool palettes that can be opened from the Drawing toolbar

Resizing, moving, and positioning charts

To resize or move a chart, click it once to put it in selection mode. Resize or move a chart in two ways: interactively, or by using the Position and Size dialog. Combining both methods may be useful. Position a chart interactively for quick and easy changes, then use the Position and Size dialog for precise sizing and positioning.

Changing interactively

Resizing

To resize a chart interactively:

- 1) Click once on the chart to select it. Square selection handles appear around the border of the chart.
- 2) Click and drag one of the selection handles. The cursor indicates the direction to increase or decrease the chart size. Clicking and dragging a corner handle preserves the horizontal to vertical size ratio.